



Africa RISING East and Southern Africa Project Phase II Planning Meeting and Training Workshop

3-8 October 2016, Lilongwe, Malawi

INFORMATION FOR PARTICIPANTS

Dear Participant,

We are pleased to welcome you to the [first planning meeting for the Africa RISING East and Southern Africa Project Phase II](#). The meeting will be held at Capital Hotel in Lilongwe Malawi from 3 - 8 October, 2016. We are delighted that you will participate in this important event. Below is some important information to guide you.

ENTRY VISA



Travellers from most countries do not need a visa for stays shorter than 90 days in Malawi. However, for those who require a visa, Malawi's immigration has different options applying to different nationalities/passport holders. Some, can obtain the visa upon arrival while others need to apply in their country of residence (if there is a Malawi Embassy present) before traveling to Malawi. Please click on the following link to establish which of the aforementioned options apply to you if in doubt:

<http://www.immigration.gov.mw/Documents/visa%20nationals.pdf>.

For travellers from countries where there is no Malawi Embassy, IITA Malawi will apply for a visa on your behalf and then an authorization letter from Immigration will be issued to allow you to travel and obtain visa upon arrival which costs US\$75.00. Get in touch with the workshop assistant - Agnes Mkandawire (contact details at the end of this brochure) if you require this authorization letter.

ARRIVAL, DEPARTURE AND AIRPORT TRANSFERS



All participants (with few exceptions) are expected to arrive at Kamuzu International Airport on 2 and 4 October 2016. Upon arrival and once out of the baggage collection area, you will find a driver from

IITA holding a placard labeled "*IITA-Malawi, Africa RISING Delegates*" and wearing IITA branded t-shirt, waistcoat or cap on hand to transport you to the hotel. Similar airport transfer will also be done for all participants on departure. Majority of the participants are expected to depart on 9 October 2016.

For incident free airport transfers, all participants are advised to reconfirm and communicate any changes to their arrival and departure times with the workshop assistant.

FLIGHT RESERVATION/TICKET RECONFIRMATION



Participants wishing to have their tickets reconfirmed or return flights changed are kindly advised to submit their tickets on the first day of the meeting to the workshop assistant. Cost for changes are at the expense of the traveller.

CLIMATE AND CLOTHING



October is the hot and dry month in Malawi. The temperature ranges between 27 – 30 degrees. You are therefore advised to use your discretion to bring along appropriate clothing.

ACCOMMODATION



All participants not residing in Lilongwe will be accommodated at the Capital Hotel located in area 40, City centre, Lilongwe.

MEALS



All participants accommodated at the hotel are on half-board, which includes breakfast and lunch. Non-hotel resident participants will be served lunch only. All meals will be served in the hotel's main restaurant. Tea/coffee breaks will be served at the meeting area. Please inform the workshop assistant in case you have any special dietary requirements.

MEETING VENUE



The meeting will take place in Viphya room, at the Capital Hotel. There will be additional break out rooms provided and these will be communicated by the workshop facilitators during the meeting.

COCKTAIL RECEPTION



A cocktail reception will be hosted for all participants on Friday 7 October, 2016 at 7:00 pm.

EXPENSES/REIMBURSEMENTS



There are two categories of workshop participants, self-sponsored and IITA sponsored. IITA will cover travel costs and half per diem in local currency (Malawi Kwacha) for the IITA sponsored participants only. These participants are required to submit their boarding passes, visa fee receipt and any other travel related costs to the workshop assistant on the first day of the workshop. Self-sponsored participants are expected to cover their own accommodation and subsistence costs. All participants will be provided with lunches and airport transfer.

CURRENCY/BANK



The official currency in Malawi is the Malawian Kwacha, abbreviated as MWK. As at September 2016 the indicative exchange rate is USD 1 = MWK 721.36. Major foreign currencies (USD, EURO, and GBP) can be exchanged at Kamuzu International

Airport and at the Capital Hotel reception. Please use these opportunities to change money as there will be no stop at a bank or FOREX bureau.

SECURITY



Capital Hotel is generally a secure hotel. Participants are urged to cooperate with the hotel security personnel by observing all security signs and rules at the hotel.

HEALTH/VACCINATION CERTIFICATE & FIRST AID FACILITIES



Travelers are at high risk of contracting malaria and it is therefore advisable to take anti-malaria medication prior to arrival, during your stay and for a short time after returning home. In addition, take other personal protective measures, such as the use of insect repellents to reduce the risk of contracting malaria.

FIRST AID FACILITY



Capital Hotel has first aid facilities available at the Duty Manager's office which is open 24 hrs. In case of any health problem please contact the Duty Manager.

INTERNET SERVICES



Capital Hotel has a wireless internet facility which is free for all residents, a voucher is given when checking in. It is also a hotspot for other wifi providers such as Skyband and airtel whose wifi cards are sold in the Hotel's Business Centre.

IMPORTANT PHONE NUMBERS



For any administrative/security support, please contact:

1. Capital Hotel
 - 00265-1773388
2. IITA Administrator/ Workshop Assistant
 - **Davie Botie**
Email: D.Botie@cgiar.org
Cell Phone: 00265-999578578
 - **Agnes Mkandawire**
Email: A.Mkandawire@cgiar.org
Cell phone: 00265-888356087

MEETING AGENDA



You can view the meeting agenda at: http://africa-rising.wikispaces.com/AR_ESA_phase2_inception-review%26planning_Oct2016

Wishing you safe travels and a successful meeting!